

CRC

Frequently Asked Questions

Q: How long is the certificate valid?

A: Five years from the date of the assessment.

Q: Do we have to pretest with WorkKeys®?

A: Yes, it is required that a pre-assessment be given with either KeyTrain® or WIN®.

Q: Will the CRC assessments be computer based or internet based?

A: The assessments will be given on computer through the internet.

Q: To administer the assessments, are there any fees in becoming a recognized testing site.

A: This will be included with the WorkKeys® system.

Q: Do assessment administrators need any specific training?

A: Yes, this training will be provided to your LWIA through WorkKeys®.

Q: How should I submit WorkKeys® scores in order to receive the CRC?

A: WorkKeys® scores can be submitted in two different ways. They can be faxed into the Workforce Development Office (615) 741-3003 Attn: Wil Hammond or you can email a pdf. of the roster report to wil.hammond@tn.gov.

Q: How do I create a pdf. of the roster report?

A: It's easy, just follow these simple steps:

- Using the Reports Portal on the WorkKeys® site , generate a Roster Report.
- They're automatically produced as a pdf. file
- Instead of printing save the file, attach it in you email, please remember to include return information, and send it to us.

Q: Where do I input the level score (3,4,5,6,7) in eCMATS?

A: The level scores (3,4,5,6,7) goes in the “Subject Score” box on the left hand side (see example below). This is very important or the applicants CRC level will not appear on the JS application.

eCase Management and Activity Tracking System
Jul-01-2008
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LW00000
Czarneski, Joey
Inbox | Staff Home | Case | Food Stamps | Job Service | Logout

Staff>Case>Case Tab>Participant List>Application List>WIA Program List>Case Tracking>Activity List>Edit Assessment

SSN : 410-92-8227 **Name :** Tester, Mike
DOB : Sep-03-1985 **Registered Location :** ES00000 **Registered Date :** Oct-12-2003
Recipient Id : **Pseudo Id :**
Address : New Address 2 on 04132007 Chng; Nashville; Davidson TN 37243 **Phone No. :** Cell (615)-306-4263
Application Date : Dec-02-2005 **WIA Registration Date :** Dec-05-2005 **Co-Enrolled :** Yes
Program : WIA - Youth **Program Status Date :** Jun-25-2008
Program Status : Basic Skills - Open **Responsible Staff :**
Current Location : LW11009 **Enrolled Location :** LW11009

Action
[Detail Intake](#)
Action
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Edit - Assessment Activity [Submit] [Cancel] [Back]

[Test Details](#) [Test Scores Information](#)

Test Details [Top](#)

Test Activity : CRC Workkeys
Test Actual Start Date : Aug-17-2007 **Test Actual End Date :** Aug-17-2007
Educational Functioning Level : Bronze **Test Details :** []

Test Scores Information [Top](#)

#	Subject	Subject Score	Grade Level	Educational Level
1	Reading for Information	5		Gold
2	Locating Information	4		Silver
3	Applied Mathematics	3		Bronze

V2.0 [Submit] [Cancel] [Back] **CS35-E01**
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